





NJ SMART Timeline – August 2016

DATE	EVENT
Monday, August 8, 2016	Open: SID and SMID Management for New School Year
Monday, August 8, 2016	Open: LDM State, Special Education and Practice Staff Submissions
Wednesday, August 31, 2016	Graduation Snapshot: SID Management

August Action Items

Task	Recommended Completion Date	
Download and review the SID Management Student Data Handbook	August 1, 2016	<input type="checkbox"/> Completed
 Attend a Graduation Webinar	August 3, 2016	<input type="checkbox"/> Completed
Attend a SID Management Webinar for SY 2016-2017 updates	August 9, 2016	<input type="checkbox"/> Completed
*Complete the required Full File Upload to SID Management for the 2015-2016 SY	August 22, 2016	<input type="checkbox"/> Completed
 Inactivate any summer school graduates and 2015-2016 graduates	August 22, 2016	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict	August 29, 2016	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Cohort Status Profile for the 2016 Cohort to view how the 2016 Cohort currently stands	August 29, 2016	<input type="checkbox"/> Completed
 Investigate any Transfer Out Unverified students for the 2016 Cohort	August 29, 2016	<input type="checkbox"/> Completed

*Task important for State and Special Education Submissions





 Graduation Cohort Tasks

For dates and times of NJ SMART Webinars visit <http://www.nj.gov/education/njsmart/training>

NJ SMART Timeline – September 2016

DATE	EVENT
Monday, September 19, 2016	Open: Graduation Appeals

September Action Items

Task	Recommended Completion Date	
Attend a SID Management Webinar if additional training is needed	September 6, 2016	<input type="checkbox"/> Completed
 Attend a Graduation Webinar for Appeals Guidelines	September 7, 2016	<input type="checkbox"/> Completed
Check your NJ SMART account information under Account Management to make sure contact information is accurate	September 15, 2016	<input type="checkbox"/> Completed
 Run the August 31, 2016 State Snapshot High School Graduation Cohort Status Profile for the 2016 4-Year Cohort and the 2015 5-Year Cohort to view how the Cohorts currently stand	September 15, 2016	<input type="checkbox"/> Completed
 Investigate any Transfer Out Unverified students for the 2016 Cohort	September 19, 2016	<input type="checkbox"/> Completed
*Add any new students who have started since the Full File upload for the new SY	September 30, 2016	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict	September 30, 2016	<input type="checkbox"/> Completed
*Inactivate students who did not start for the 2016-2017 SY	September 30, 2016	<input type="checkbox"/> Completed
 File an appeal to correct submission errors that impact their Cohort 2016's 4-year graduation rate and Cohort 2015's 5-year graduation rate data	September 30, 2016	<input type="checkbox"/> Completed

*Task important for State and Special Education Submissions




 Graduation Cohort Tasks

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NJ SMART Timeline – October 2016

DATE	EVENT
Friday, October 7, 2016	Deadline: Graduation Appeals
Monday, October 17, 2016	Snapshot: SID and SMID Management
Monday, October 17, 2016	Close: LDM State and Special Education Submissions and Practice Staff Submission
Wednesday, October 19, 2016	Open: SID/SMID Management
Wednesday, October 19, 2016	Open: Official State, Special Education, Staff and State Assessment Registration Submissions

October Action Items

Task	Recommended Completion Date	
 Run the August 31, 2016 State Snapshot High School Graduation Cohort Status Profile for the 2016 4-Year Cohort and the 2015 5-Year Cohort	October 3, 2016	<input type="checkbox"/> Completed
 File an appeal to correct submission errors that impact their Cohort 2016's 4-year graduation rate and Cohort 2015's 5-year graduation rate data	October 3, 2016	<input type="checkbox"/> Completed
*Add any new students who have started prior to the October 17, 2016 Snapshot	October 12, 2016	<input type="checkbox"/> Completed
*Make sure all records are free of Error, Unresolved, Sync, or Conflict prior to the October 17, 2016 Snapshot	October 12, 2016	<input type="checkbox"/> Completed
*Inactivate students who are not in attendance prior to the October 17, 2016 Snapshot	October 12, 2016	<input type="checkbox"/> Completed
 Update SID management to reflect all approved appeals	October 21, 2016	<input type="checkbox"/> Completed

*Task important for State and Special Education Submissions

 Graduation Cohort Tasks

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NJ SMART Timeline – November 2016

DATE	EVENT
Monday, November 21, 2016	Deadline: Official State, Special Education, State Assessment Registration and Staff Submissions
Wednesday, November 23, 2016	Open: LDM State and Special Education Submissions



November Action Items

Task	Recommended Completion Date	
Add any new students who have started since October 17, 2016	November 23, 2016	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	November 23, 2016	<input type="checkbox"/> Completed
Inactivate students who have transferred since October 17, 2016	November 23, 2016	<input type="checkbox"/> Completed
Remove any inactive student records that were captured in the October 17, 2016 SID Snapshot	November 23, 2016	<input type="checkbox"/> Completed

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NJ SMART Timeline – December 2016

December Action Items



Task	Recommended Completion Date	
Add any new students who have started since November, 2016	December 16, 2016	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	December 16, 2016	<input type="checkbox"/> Completed
Inactivate students who have transferred since November, 2016	December 16, 2016	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Cohort Status Profile to view how the 2017 Cohort currently stands	December 30, 2016	<input type="checkbox"/> Completed
 Start investigating any Transfer Out Unverified students in your LDM High School Graduation Cohort Status Profile for the 2017 Cohort	December 30, 2016	<input type="checkbox"/> Completed

Graduation Cohort Tasks

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NJ SMART Timeline – January 2017

January Action Items

Task	Recommended Completion Date	
Add any new students who have started since December, 2016	January 16, 2017	<input type="checkbox"/> Completed
Make sure all records are free of Error, Unresolved, Sync, or Conflict	January 16, 2017	<input type="checkbox"/> Completed
Inactivate students who have transferred since December, 2016	January 16, 2017	<input type="checkbox"/> Completed
 Run the LDM High School Graduation Cohort Status Profile to view how the 2017 Cohort currently stands	January 31, 2017	<input type="checkbox"/> Completed
 Start investigating any Transfer Out Unverified students in your LDM High School Graduation Cohort Status Profile for the 2017 Cohort	January 31, 2017	<input type="checkbox"/> Completed

Graduation Cohort Tasks

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